

## Proposed

### DUTY STATEMENT

<b>Classification:</b> Associate Energy Specialist (EFF)	<b>Position No.</b> 4200-4938-002
<b>CBID:</b> R10	<b>Office:</b> Building Standards Implementation
<b>Date Prepared:</b> November 29, 2012	<b>Division:</b> Efficiency and Renewable Energy
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Compliance and Enforcement Unit, Building Standards Implementation Office of the Efficiency and Renewable Energy Division. The Associate Energy Specialist will assist in the development of programs to increase compliance with Title 24 Building Energy Efficiency Standards, Title 20 Appliance Standards, and the Home Energy Rating System (HERS) regulations and will perform a variety of complex and technical tasks in support of Title 24 Building Energy Efficiency Standards, Title 20 Appliance Standards, and the HERS program.

#### WORKING CONDITIONS:

Work is performed indoors in an office setting. Travel may be required to participate in workshops, meetings, deliver presentations, provide training, and attend hearings.

#### DUTIES AND RESPONSIBILITIES:

- 30% Perform the more complex and technical work related to the Home Energy Rating System (HERS) program. Monitor the performance of HERS providers through review of their program registries and other program components. Provide written reports documenting the program deficiencies and recommended corrective action plan. Provide ongoing support to ensure follow through with the recommended action plan. (E)
- 30% Develop procedures used in conducting reviews of the HERS providers and their quality assurance program to ensure compliance with Title 24, Title 20, HERS Regulations, and other State and Federal regulations. Provide technical assistance in the development of a comprehensive program to review the electronic data maintained in each of the Providers' data registry to increase compliance with the Home Energy Rating System program. Through data analysis, identify noncompliance by HERS raters, installing contractors, building departments, and others. (E)
- 20% Coordinate and work with other state agencies (Contractor State Licensing Board, Board of Engineers, and Public Utilities Commission), investor owned utilities, building

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departments, builders and others to resolve building energy efficiency issues. Lead junior staff in the accomplishment of program goals. (E)

10% As part of a team; investigate and resolve complaints related to the Home Energy Rating System program and collaborate with stakeholders to increase compliance in the HERS industry. (E)

5% Participate in workshops, hearings, conferences, and meetings regarding building energy efficiency programs. Performing this duty may require travel. (M)

5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div>_____/_____ Incumbent Associate Energy Specialist (EFF) Date</div>	<div>_____/_____ Laura Zaninovich Energy Commission Supervisor II Date</div>